



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 7/26/2016

Career Specialist

JobID: 3513

Position Type:

Professional Support Services/Case Manager

Closing Date:

08/01/2016

Date Posted:

7/26/2016

Location:

KRESA/Y.O.U. Kalamazoo

Division:

Youth Opportunities Unlimited (Y.O.U.)

Position Type:

Full-time, 12-Month

Hours:

M-F 8:00-5:00

Responsibilities:

Work with at-risk, economically disadvantaged youth processing and completing registrations of eligible participants; assessments of academic levels, skill levels, career interests, and aptitude. Conduct classroom training, organize community service projects, and follow curriculum standards. Establish and implement a career development plan for all enrolled students. Comply with federal, state, and organization's policies, procedures, and regulations. Responsible for meeting contractual goals; updating and maintaining required reports. Provide students with guidance, counseling, and support. Maintain files and complete data entry in required timeframe. Occasional participation in evening or weekend events to conduct outreach or recruitment; present workshops or promote Y.O.U. programs.

Qualifications:

Bachelor's degree. Must be extremely accurate and have ability to follow complex oral and written instructions. Must be able to multi-task. Ability to maintain confidential information and records. Must possess excellent time management and computer skills. Must have a valid Michigan driver's license and reliable transportation, as travel will be required throughout Kalamazoo County to serve participants. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Working experience with federally-funded programs Workforce Innovation and Opportunity Act (WIOA). Experience in employment and training programs. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Tom Zahrt. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by AppliTrack, a product of Frontline Technologies.